

Division of the State Architect

**PUBLIC SCHOOL CONSTRUCTION ADVISORY BOARD
CHARTER**

PURPOSE

The Division of the State Architect (DSA) provides design and construction oversight for K–12 schools, community colleges, and state-owned or state leased essential services buildings.

DSA has established the Public School Construction Advisory Board (PSCAB) to represent stakeholders, promote safety and excellence of public building construction, advise on issues related to the design and construction of public buildings under DSA's jurisdiction.

DSA ROLE AND AUTHORITY

DSA is responsible for ensuring that California's K–12 public schools and community colleges meet accessibility, structural safety, and fire and life safety standards.

- DSA develops regulations based on executive action, legislative mandate, or a demonstrated need identified by DSA or proposed by others.
- DSA is required by building standards law to evaluate the impact of regulations on all stakeholders.

PSCAB SCOPE AND ROLE

The State Architect has statutory authority to appoint a PSCAB whose duty is to serve in an advisory capacity to DSA concerning technical or structural matters in reference to regulations and requirements pertaining to the administration of the Field Act. The governing provisions for the PSCAB are found in the State Building Standards Administrative Code, of the California Codes and Regulations (CCR), Title 24, Part 1, Section 4-355.

The PSCAB serves at the pleasure of and in an advisory capacity to the State Architect in all matters pertaining to the administration and enforcement of building standards relating to the design, construction, alteration, and safety of K–12 public schools, community colleges and the state-owned or state-leased public buildings under DSA jurisdiction.

The PSCAB, through its membership, maintains continual contact with representative professional groups, stakeholder groups, and industry organizations. In this manner, the PSCAB is kept apprised of current information related to all matters under the jurisdiction of the DSA.

Members shall work collaboratively with DSA to help meet the goals of the PSCAB whose purpose is to:

- Offer insight on matters that protect the intent of the Field Act.
- Advise DSA on policy issues.
- Review and comment on proposed legislation or offer insight on adopted legislative changes.
- Review and comment on the California Building Standards Code at Triennial and Intervening Code Cycles and offer insight on interpretive issues which may arise between code cycles.
- Review and advise DSA on Interpretations of Regulations at the request of the State Architect.
- Serve as liaison to stakeholder groups.
- Recommend and participate in research of PSCAB work.

ORGANIZATIONAL STRUCTURE

The PSCAB is comprised of 13 individuals who represent a cross-section of stakeholder groups and three ex-officio members whose purpose it is to ensure DSA is considering a wide range of views and perspectives. The following lists the stakeholder groups represented on the PSCAB, and the number of representatives of each group.

- 1 Architect
- 1 Landscape Architect
- 1 Fire and Life Safety Designer Representative
- 1 Structural Engineer
- 1 Geotechnical Engineer
- 1 Electrical Engineer
- 1 Mechanical Engineer
- 1 Project Inspector
- 1 General Contractor
- 2 School District Facility Development Representatives
- 2 Community College Facility Development Representatives

UP TO 3 EX-OFFICIO APPOINTMENTS (Non-voting members):

- California Geological Survey
- State Fire Marshal
- State Architect

Members shall elect a Chairperson and Vice Chairperson who will communicate with the PSCAB Coordinator. The PSCAB in agreement with the State Architect shall adopt such rules of procedure as are necessary to enable it to perform the obligations delegated to it. The State Architect may request the Chairperson of the PSCAB to designate task forces, consisting of PSCAB members who volunteer or are selected by the Chairperson, to address technical subject matter of which an independent review or further study is desired and report such findings to DSA.

DSA PSCAB COORDINATOR

The PSCAB is facilitated by the DSA PSCAB Coordinator. The PSCAB Coordinator works directly with the PSCAB and DSA to plan meeting agendas and next steps. The Chairperson and Vice Chairperson will work with the Coordinator and the State Architect on the meeting schedule, reporting, and group dynamics (as needed).

MEMBERSHIP SELECTION AND TERMS OF SERVICE

DSA will accept applications for membership on the PSCAB on a continuous basis and notify stakeholders as membership opening become available. Initial members of the PSCAB will be selected by the State Architect and partner state agencies from the applicant pool to fulfill the specified stakeholder group membership and ensure a balance of representation from the various industries. Once an application has been submitted and the individual is determined to be eligible, it remains valid indefinitely for consideration of membership. It is the responsibility of the applicant to submit updated work contact information and employment experience to DSA by contacting the PSCAB Coordinator. Resignations and subsequent membership selections will be made by the State Architect.

Members are appointed for a term of three years in alignment with the established 18-month code development cycles and shall hold the office until the appointment of their successor or one year has elapsed since the expiration of the appointed term. The inaugural term of PSCAB membership will consist of two groups, members who participate for one 18-month term and member who participate for one three-year term, to establish an alternating cycle of membership participation and to ensure that future members and DSA benefit from continuity of membership experience. After the inaugural term, each PSCAB member may serve an additional three-year term. Each member is limited to two consecutive terms, after which they must wait one three-year cycle before being considered again for membership unless the stakeholder group they represent has not advanced a new prospective member, in order to retain the balance and breadth of interests represented on the PSCAB.

MEMBERSHIP RESIGNATION

If a member is unable to complete their term of service, they shall submit a letter of resignation to the State Architect. The resigning member may delegate an alternate to serve the remainder of the term provided the delegated alternate has an application for membership on file with DSA and is approved for membership by the State Architect. After completing service of the term, the State Architect will select a replacement from the applicant pool. If the delegated alternate is selected from the applicant pool, the delegated alternate is eligible for one term of service only, having served the immediately preceding term.

PSCAB MEETINGS

The PSCAB shall convene upon the call of the State Architect. Meetings are anticipated to be scheduled a minimum of two to a maximum of six times during each 18-month code development cycle. Most meetings will be no longer than one day in length.

At the discretion of DSA, meetings may be held online via a free standard meeting platform or in person. If in person, reimbursement for travel, parking, accommodations (if approved in advance), and meals will be provided for PSCAB members attending in person according to the Department of General Services reimbursement policies. PSCAB members shall receive no compensation for their services.

MEMBER ATTENDANCE ALTERNATES

If a PSCAB member cannot participate in a meeting, they may appoint an alternate to attend. The alternate must be prepared to represent the member and its constituency group, which includes having a depth of understanding of the issues. The alternate has the responsibility to read the transcripts of prior meetings of the 18-month code development cycle prior to participating in the meeting and agrees to abide by the PSCAB Charter and any established ground rules. The PSCAB member who has missed the meeting has the responsibility of reading the transcript of the missed meeting prior to participation in the following meeting.

DECISION MAKING

Members may be requested to provide an official position of support, neutral or opposition on proposals set before the PSCAB. The position of each member is not personal but made on behalf of and in careful consideration of the constituency group they represent. DSA will carefully and respectfully consider the official positions of all stakeholders in determining how to proceed with a proposal. DSA retains all decision-making authority, including how and when to proceed with any proposal from which the positions of the PSCAB have been requested.

The PSCAB will operate using a collaborative approach to decision making and will strive to reach consensus on positions. However, if consensus is not achieved on a specific issue the meeting transcript will reflect the full range of positions and perspectives held by the majority as well as the minority.

Members shall abstain from offering an official position when they believe they have a personal or professional conflict of interest.

Ex-Officio members may comment but will not have official positions recorded.

COMMUNICATIONS

A listserv containing the contact information of all PSCAB members will be established at the start of every code change cycle to ensure all members receive information in a timely fashion. The listserv is to be used, however, only for PSCAB-sanctioned communications. It will not be shared with anyone outside the PSCAB and DSA.

The PSCAB Coordinator will share meeting information by a link to its online repository, DSABox, or via email. PSCAB members must not share the link to DSABox, but may download documents and share them with others, including any member attendance alternate. Every effort will be made to provide the agenda and meeting information a minimum of seven days before scheduled meetings. PSCAB members shall share contact information of a member attendance alternate with DSA and the Chairperson prior to any meeting for inclusion in PSCAB communications.

If a PSCAB member wishes to share information that pertains to PSCAB issues and discussions with PSCAB members, they may upload the information to DSABox or request that the PSCAB Coordinator upload the information to DSABox for members to review. If the information is relevant to any agenda item, the information must be uploaded in a timely manner to accommodate a reasonable time for review.

PSCAB members shall not initiate or engage in contact with the media regarding issues discussed at PSCAB meetings without prior notification to DSA. If contacted by any media organization related to the work of the PSCAB, members may represent their points of view only if they clearly state they are not representing the PSCAB or DSA. The PSCAB members shall refrain from characterizing the views of other PSCAB members to the media. Any media request for interview must be reported to DSA in advance of the interview. In addition, confirmation that an interview did occur must be reported to DSA including a report of the questions asked and details of when the interview will be published or aired.

REMOVAL FROM THE PSCAB

DSA expects that all selected members of the PSCAB will actively participate and make every effort to attend scheduled meetings, perform the necessary outreach and complete assigned or volunteered tasks. If necessary, DSA has the ability to remove a member from service for a violation of any one of the following in accordance with the terms of this Charter:

- 1) The member does not conduct his or herself in a professional manner, is disrespectful of other members, or otherwise obstructs progress of the board's work.
- 2) The member on a consistent basis does not act in good faith and does not demonstrate a willingness to work in collaborative manner.
- 3) The member misses more than two PSCAB meetings in each 18-month cycle, according to the following terms:
 - a) Attendance via teleconference only will be considered as a meeting in which the member was in attendance if the PSCAB member is engaged in the discussion.
 - b) Attendance via videoconference with active participation will be considered as a meeting in which the member was in attendance.

- c) Attendance by an observer selected by the PSCAB member at one meeting or workshop will not be considered an absence; however, subsequent meetings attended by an observer selected by the PSCAB member will be considered a missed meeting or workshop, unless the PSCAB member attends over half of the scheduled meetings.
- 4) The member consistently arrives late, is unprepared to participate, does not abide by the ground rules and does not/is not able to follow through on assigned or volunteered tasks.

DSA will try to meet with a PSCAB member being considered for removal to discuss potential violations, and any potential mitigating circumstances, before removal action is taken. DSA makes the final determination on membership termination.